

BAKER II, CORRECTIONAL FACILITY

JOB ANALYSIS

BACKGROUND INFORMATION

Date of Job Analysis: April 29 – May 1, 2008

Collective Bargaining Identification: R15

Job Analysis Conducted By: Marian Dilley, Manager
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Office of Selection Services
Department of Corrections and Rehabilitation

Number of Incumbents: There are 15.0 positions in this classification with 2.0 vacant positions per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated May 5, 2008.

Names of the Subject Matter Experts and their background:

RAKESH MALHOTRA, BAKER II

Mr. Malhotra began his State career with CDCR as the Baker II at Preston Youth Correctional Facility 13 years ago. Presently he is still working at Preston Youth Correctional Facility as the Baker II.

KAMIL CORNAGGIA, BAKER II

Ms. Cornaggia has been with the CDCR as the Baker II at Valley State Prison for Women in Chowchilla for the past 13 years.

RESTITUTO CRISOLOGO, BAKER II

Mr. Crisologo is the Baker II at the Northern California Youth Correctional Center (NCYCC) in Stockton and has been in this classification for 2 years. Prior to this, he worked as a Baker I at the same location for 15 years. He has been with either the Department of Corrections and Rehabilitation or the California Youth Authority for 17 years.

BAKER II (CORRECTIONAL FACILITY) INFORMATION GATHERING

Information Sources

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- Review of current State Personnel Board classification specification (Attachment C)
- Review of the Job Audit Survey results, mailed out to all incumbents on 9/25/07 (Attachment A). A total of 9 (64.28%) job audits were returned for Baker II (CF)

Job Audit Survey Background

The Office of Personnel Services conducted a survey (Attachment A) to identify all tasks performed by Baker II (CF) working in the various adult and juvenile facilities within CDCR. Surveys were mailed to all incumbents appointed to the Baker II (CF) classification. All returned surveys were reviewed and a task listing was developed based on the information provided. The task listing was then compared to the existing Job Analysis. Tasks that had been identified on the previous job analysis were coded with the corresponding task number. New tasks or tasks that had not been identified on the previous job analysis were added and coded with a new task number (Attachment B). Full task statements were developed by the Subject Matter Experts listed in the job analysis background.

When reviewing the Edited List of Tasks a dividing line was added to help distinguish tasks identified by the job audit survey versus tasks identified as a result of the previous job analysis: "The following tasks were identified from the statewide food service survey."

Job Audit Survey Statistics

Number of Incumbent		Number of Surveys Received				Locations Used	
Youth	Adult	Youth #	%	Adult #	%	Youth	Adult
5	9	5	100%	4	44.44%	ALL	CMC, CMF, COR, SATF, DVI, LAC, PVSP, SVSP, VSPW